

**GRADING AND CLEARING PERMIT APPLICATION**

PROJECT DESCRIPTION:			
JOB ADDRESS/INTERSECTION:		COUNTY:	ACREAGE:
ZONING:	BLOCK:	LOT:	SUBDIVISION:
OWNER/DEVELOPER:	ADDRESS (CITY, STATE, ZIP):		PHONE:
PRIMARY CONTACT:			EMAIL:
CONTRACTOR:	ADDRESS (CITY, STATE, ZIP):		PHONE:
PRIMARY CONTACT:			EMAIL:
ENGINEER:	ADDRESS (CITY, STATE, ZIP):		PHONE:
PRIMARY CONTACT:			EMAIL:
PLEASE LIST ALL OTHER CURRENT OR APPROVED APPLICATIONS ASSOCIATED WITH THIS PROPERTY:			
IS THIS PROPERTY LOCATED IN A SPECIAL FLOOD HAZARD AREA:		FEMA FLOODPLAIN PANEL#:	
<p><b>NOTICE</b></p> <p>THIS APPLICATION FOR PERMIT SHALL BECOME NULL AND VOID WITHIN 6 MONTHS OF ISSUANCE. ANYONE HOLDING AN UNEXPIRED PERMIT MAY APPLY FOR AN EXTENSION, IN WRITING. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER. EXTENSION OF THIS PERMIT SHALL BE FOR UP TO ONE MONTH AFTER ORIGINAL EXPIRATION DATE. ONLY ONE EXTENSION SHALL BE GRANTED FOR EACH APPLICATION. EXTENSIONS SHALL BE APPROVED BY THE CITY ENGINEER OR DESIGNEE AND THE DECISION SHALL BE FINAL.</p> <p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.</p> <p><b>A MINIMUM \$200 FINE WILL BE IMPOSED IN VIOLATION OF WORKING WITHOUT A PERMIT.</b></p>			
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT		PRINT NAME OF CONTRACTOR OR AUTHORIZED AGENT	
SIGNATURE OF OWNER OR AUTHORIZED AGENT		PRINT NAME OF OWNER OR AUTHORIZED AGENT	
FOR DEPARTMENT USE ONLY – VERIFY ALL THE CHECKLIST ITEMS ARE SUBMITTED			
GRADING AND CLEARING PERMIT CHECKLIST		PERMIT APPLICATION & RENEWAL FEES	
EXISTING GRADING PLAN		SITE	ACREAGE
PROPOSED GRADING PLAN		LESS THAN 5 ACRES	\$100
TREE SURVEY/PRESERVATION PLAN		5 TO 20 ACRES	\$250
STORM WATER MANAGEMENT PLAN: PLAN SHEETS AND/OR REPORT AS APPLICABLE		20 TO 100 ACRES – BASE RATE + \$3/ACRE OVER 20 ACRES	\$250 + \$3/ACRE OVER 20
STORM WATER POLLUTION PREVENTION PLAN		OVER 100 ACRES	\$490
TCEQ NOI/CONSTRUCTION SITE NOTICES FOR ALL OPERATORS			
COMPLETED APPLICATION			TOTAL FEE

## GRADNG AND CLEARING PERMIT COVER LETTER

1. Applications will only be accepted digitally. Submit applications to the City of Schertz Engineering Department by emailing [engineering@schertz.com](mailto:engineering@schertz.com) or by delivering a CD to the City of Schertz Public Works Building (10 Commercial Place, Bldg. #2 Schertz, TX 78154).
2. Applications will only be accepted if complete. Verify all items on the Grading and Clearing Permit Checklist located on the Application form are included in the submittal. These items are:
  - Existing Grading Plan – This should include the existing contours, flow arrows, as well as the limits of any floodplain/floodway on the property. (See UDC Article 13 and Public Works Design and Construction Standards Guide)
  - Proposed Grading Plan – This should include the proposed contours, flow arrows, as well as the limits of any floodplain/floodway on the property. (See UDC Article 13 and Public Works Design and Construction Standards Guide)
  - Tree Survey/Preservation Plan – This plan sheet should be sealed by an arborist, engineer or surveyor and include all trees within the property. Note: A stamped/approved Tree Preservation/Removal Application and all associated fees shall be paid prior to issuance of a Grading and Clearing Permit.
  - Storm Water Management Plan – Provide one bound paper copy and a complete PDF copy with submittal. (See UDC Article 13 and Public Works Design and Construction Standards Guide)
  - Storm Water Pollution Prevention Plan – This should include at minimum an Erosion & Sedimentation Control plan sheet. Be sure to include the appropriate City of Schertz Standard Details for the BMPs. Additionally, all trees to be preserved should be shown on this plan.
  - TCEQ NOI/Construction Site Notices for all operators
  - Completed Application – The application is not complete unless all information is filled out and signed by the Contractor and Owner. Other current or approved applications may be one of the following (but not limited to): Site Plan certifications, Final Plat certifications, Floodplain Permit, Building Permit, etc. Submittal should PDFs of all required items on the checklist. Approved subdivision construction plans in lieu of separate submittal of Grading & Clearing checklist items may be acceptable.
3. The applicant will be notified within 14 business days if any additional information will be needed to start the review.
4. Approved permits will be not be distributed until the Pre-Construction meeting. No permit will be issued until all fees have been paid in full. A copy of the approved set of plans shall remain on-site while work is being performed. The permit is non-transferable form and expires 6 months from the date of issuance. One extension may be applied for in writing prior to expiration of the original permit, and approval shall be at the discretion of the City Engineer or designee. This extension will be for one month from the date of expiration. Permit renewal will be required after the expiration of original permit or extension. **The permit must remain active until the project is fully stabilized (re-vegetation on all disturbed areas to minimum of 85%).** This is either acceptance by the Engineering Department (public infrastructure) or Certificate of Occupancy.
5. The Pre-construction meeting will occur following the approval of the Grading and Clearing Permit. A contact will be provided to schedule the Pre-construction meeting after review and approval of the permit. Direct questions during the review process to the following contact:  
Plans/Permit Review – Office: 210-619-1800, Email: [engineering@schertz.com](mailto:engineering@schertz.com)
6. No Work shall be performed on site prior to the inspection of all SWPPP measures except establishment of any health and safety standards required by any other applicable law or ordinance. A stop work order will be issued if any SWPPP requirements are not met or if at any time they are damaged or appear inadequate. Stop Work Orders will suspend permits until corrective action for the violation has been verified to reinstate the permit, and a re-inspection fee may be assessed. Periodic inspections of the site will be performed by City personnel. A quarterly inspection will be required on-site to include the Contractor, Subcontractors, and/or Owner.

**Grading and Clearing Permits authorizes earthwork only. No fill can be placed in any existing or proposed ROW or City Utility Easements unless prior consent is provided by the Engineering Department.**